

DIRECTOR III: STUDENT SERVICES

DEFINITION:

The Director of Student Services provides strategic leadership and administrative oversight for district-wide child welfare and attendance, Section 504 compliance, and parent engagement initiatives under the supervision of the Executive Director of Student Support Services. This role ensures compliance with state and federal mandates while fostering a safe, supportive, and equitable learning environment for all students.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned.

District Support:

- Provides strategic leadership and direction for the district's child welfare and attendance office and student/parent engagement initiatives.
- Provides oversight and leadership for budget management and staffing allocations within Student Services, ensuring alignment with district goals and effective use of resources.
- Supervises and evaluates Student Services staff, fostering professional growth and maintaining high standards of performance and accountability.
- Leads and oversees district enrollment procedures, ensuring the accurate collection and maintenance of student demographic and emergency data while regularly evaluating and refining processes to meet evolving district and student needs.
- Collaborates with school site administrators to enhance behavior interventions and integrate restorative practices within the Multi-Tiered System of Support (MTSS) framework.
- Serves as the District lead for threat assessment practices and protocols, including progress monitoring, evaluating site and district threat assessment practices, and implementing robust data tracking systems to ensure safety and compliance.
- Cultivates and maintains partnerships with community organizations to extend resources and support services for at-risk students and families.
- Coordinates and ensures compliance with all policies related to compulsory attendance, residency, guardianship, open enrollment, and intra- and inter-district transfers.
- Oversees all aspects of student discipline and expulsion processes, ensuring adherence to the California Education Code and promoting equitable practices.
- Acts as the Chief Administrative Hearing Officer for district expulsion proceedings, upholding due process and legal compliance throughout the student discipline process.
- Directs the School Attendance Review Board (SARB) process, leveraging data-driven insights to enhance attendance and reduce truancy.
- Guides the development and implementation of discipline and attendance policies and procedures, aligning them with district goals and legal requirements.
- Serves as the District Custodian of Records, ensuring the integrity, security, and compliance of all student and district records.
- Supports the District Title IX Coordinator by participating in the Title IX investigation process as needed, promoting equity and compliance with federal regulations regarding discrimination and harassment.
- Functions as the Americans with Disabilities Act (ADA) Designee, ensuring district-wide adherence to accessibility standards and accommodations.
- Serves as the District Family Educational Rights and Privacy Act (FERPA) Designee, maintaining compliance with federal student privacy laws and guidelines.
- Demonstrates comprehensive knowledge of Federal Program Monitoring (FPM) guidelines, proactively identifying and applying relevant FPM instruments related to Child Welfare and Attendance, Education Equity, Section 504, and other critical job responsibilities to guide department practices and protocols, ensuring compliance and advancing equitable outcomes for all students.

Section 504 Leadership:

- Provides strategic leadership and oversight for the Section 504 program, ensuring compliance with federal regulations and district policies.
- Monitors and evaluates the effectiveness of the Section 504 program, using data to guide program improvements and ensure equitable access to educational opportunities.
- Oversees budgetary aspects of the Section 504 program, including resource allocation, monitoring expenditures, and aligning financial planning with program goals.
- Supervises staff responsible for implementing Section 504 plans, providing guidance, support, and professional development to ensure consistency and effectiveness.
- Establishes and maintains systems for documentation, reporting, and accountability within the Section 504 program.

Community Support:

- Serves as a proactive liaison with county and community agencies, enhancing student welfare and engagement through strategic partnerships.
- Develops and sustains partnerships with external organizations, enriching district resources and extending support for students and families.
- Provides leadership in parent, student, and community engagement initiatives, promoting inclusive, collaborative, and dynamic interactions.

Records and Reporting:

- Develops, manages, and coordinates comprehensive district-wide reporting on child welfare and attendance (CWA), ensuring full compliance with local, state, and federal requirements.
- Oversees the maintenance and integrity of student records, managing data requests from authorized individuals and agencies with accuracy and confidentiality.
- Prepares and disseminates the annual notification of parent/guardian rights and responsibilities, in alignment with Education Code 48980.
- Monitors the utilization of the student discipline database, facilitating effective communication with staff regarding student behavior and safety protocols.

QUALIFICATIONS GUIDE:

Knowledge of:

- Extensive knowledge of child welfare and attendance laws, Section 504, and district policies related to student safety and discipline.

Ability to:

- Strong analytical skills, with experience using data platforms, including the California School Dashboard, to inform decisions.

EDUCATION/EXPERIENCE:

- Valid California Administrative Services Credential required.
- Master's degree in Education, Counseling, Social Work, or a related field preferred.
- Minimum of five years of teaching experience and 3-5 years of successful administrative experience, demonstrating leadership in an educational setting.

Working Conditions:

- Work is performed in a variety of settings, including schools, district offices, and community locations.
- Regular travel within the district to support school sites and attend meetings as needed.
- Occasional evening or weekend work may be required to support engagement events and respond to emergencies.

Equal Opportunity Employer The district is an equal opportunity employer and encourages applications from all qualified individuals. The district does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities.